

~~SECRET~~
EYES ONLY

ORD-5222-75

10 December 1975

MEMORANDUM FOR: Director of Research and Development
THROUGH : Special Panel, ORD
SUBJECT : Recommendation for Promotion -
25X1A9a [REDACTED]
GS-05 to GS-06

25X1A9a

1. [REDACTED] joined the Agency in February, 1974 as a GS-04, clerk typist, and has been working in TCRD/ORD since that time. After graduating from high school, and prior to joining the Agency in 1972, she worked as a secretary for the Gloucester County, Virginia government.

25X1A9a

2. [REDACTED] worked as secretary to the Ground Collection Technology Branch/TCRD/ORD under [REDACTED] from her EOD until 30 June 1975, at which time [REDACTED] was transferred to become the secretary to the Overhead Collection Branch (OCB) under [REDACTED]. That transfer was made in order to give [REDACTED] a broader experience profile within TCRD/ORD. Her demonstrated performance had shown her potential for a higher level position. Since that transfer, [REDACTED] has continued to demonstrate a unique capability to handle many complex matters simultaneously without loss of efficiency. Her skill, proficiency, and motivation are consistently very high. As a result of her exceptional level of performance, she was given an outstanding rating on her last fitness report by Mr. [REDACTED] with the concurrence of [REDACTED] C/TCRD/ORD.

25X1A9a

25X1A9a

25X1A9a

After her transfer to OCB/TCRD, she continued to perform as the complete secretary. She has demonstrated a capability to do all of the secretarial tasks within TCRD/ORD. [REDACTED] can always be relied upon to recommend useful improvements in procedures and related actions in TCRD.

C1 By 261721
E2 IMPDET

~~SECRET~~
EYES ONLY

Approved
1/04/76

~~SECRET~~
EYES ONLY

25X1A9a

SUBJECT: Recommendation for Promotion - [REDACTED]
GS-05 to GS-06

25X1A9a

3. [REDACTED] requested, was approved for, and has completed three training courses to help her improve her capabilities to support the TCRD/ORD: Shorthand I, Accounting I, and Records Disposition I. These courses were taken during 1975.

25X1A9a

4. [REDACTED] performs proficiently at a GS-06 level. Accordingly, it is recommended that she be promoted from a GS-05 to a GS-06 position. She has been a GS-05 since 24 November 1978.

4

25X1A9a

[REDACTED]
Chief, Technical Collection Division
Office of Research and Development

RECOMMEND APPROVAL:

Chairman, Special Panel, ORD

Date

APPROVED:

Director of Research and Development

Distribution:

Original - Addressee
1 - C/SB/MS/ORD
1 - SP/ORD

~~SECRET~~
EYES ONLY